

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 41 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls
on Monday 18th March 2024 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Chris Mayhead (CM)	Trustee
	Sarah Reeve (SR)	Secretary
	Alan Peake (AP)	Trustee
	Chris Elliott (CE)	Trustee
	Lloyd Mortimore (LM)	Trustee
	Iain Russell (IR)	Trustee
	Gail Fursdon (GF)	Finance Administrator
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Polly McAfee (PM)	Vice Chair
ABSENT WITHOUT APOLOGY:		

1. NOTICE AND QUORUM

- The chairman reported that sufficient notice of the meeting had been duly given and that a quorum was present. The chairman declared that the meeting was open.

2. DECLARATIONS OF INTEREST

- None

3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (19th February 2024) were approved and signed.

4. MATTERS ARISING

- **Leaflets to new Brook Lane houses:** Not yet as people have only just moved in. Soon.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- **Meeting to Plan Siteworks:** Jobs List created and will share on WhatsApp group.
- **Volunteer led:**
- Power kiosk – to include space for “marsh environmental” klargesters controls, DNO cutouts, metering, local DB for chargers, sewerage power supply and temporary contractors supply. Miles Fursdon has volunteered to build. (AK) to check with DNPA re planning for ‘control cabinet’.
- Power trenching
- Swale completion
 - North manhole
 - South manhole – i) Outflow restriction; ii) Eng bricks on top; iii) Manhole; iv.) Extra connection for sewerage connection?
 - Concrete base channel
- Stripped turf removal from back of swale + make sure water is not caught in this position
- Hedge / Devon bank
- Make good to rear of kerb
- Grade hall footprint to exact level for insulation layer
- Fencing adjacent to Waye’s carpark – remembering to wait until after nesting season
- Tidy old sheep netting flapping about in stream. Upstream side fencing repair where sheep have got through.
- **Paid for:**
- Kerbing. This is not a definite, AP/CE get prices for either just the entrance track, or for the whole main carpark area. **Bring back to next meeting for consideration.** Possibly we can’t decide until we know how far we are from being able to afford a shell of a building.
- Winter has been very wet and even though there is water trapped on car park side of the swale, overall the site has drained well.
- **Meeting with Architect – AK:** Floor surface – concrete in some places – not good for comfort or acoustically, prefer wood or similar. AK discussed suspended 60mm? Might be expensive. Already have some insulation. Concrete level needs to be 50mm lower to allow for flooring. Heating pipes cast into 200mm concrete? (IR) suggested this might not work well. Longer to heat up & what if there are problems? Insulation with channels on top of concrete & then the floor covering is more typical.
Steel roof beams & main structure – box structure. Visible from inside. Will be useful for attaching lights etc. Structural Engineer has completed calculations.
- When can we go out to tender? Should be quite soon.
- **DNPA** – No reply to our amended plans so far from DNPA. Some comment about the small amount of render - Would prefer stone or cladding.
- No spending decisions - Looking to do a build up to watertight stage. Need a project manager, might be difficult as job would only been partly complete. Contractor for shell. Then smaller contractors for finishing. Need to allow for overages.

FUNDRAISING:

- Identified some other funders to apply to but has to be at the right time.
- **Charity Loan** options would need guarantees project will be completed – so not for a watertight shell. Would be more likely at the end of the project. Interest charged is 5+ % at

the moment. Some would put a charge on the land. Some like a mortgage. Not an option at this stage.

- **Bid Writing** – organisations can help. (YE) has found one – ‘Non-Profit Growth’ (NPG) – Quote = £5,000 up front, refundable if applications fail. Will write up to 25 applications over 24 month contract. Each one is handwritten. They also review website & business plan. They have access to a network of funders- – Corporate & High worth individuals. (YE) has already made connection with them. Provide expert advice. London based. Application comes from us, with their support answering questions. NPG have won lots of business awards. Unanimous approval to engage in a £5k 24 month contract.
- **Duck Race:** Sunday 14th April. Got 10 prizes so far – need 12 – Make a food hamper between us. Tombola, teas and outdoor games etc.
- **Michael Brown** – organizing a concert to raise money for new organ fund – Saturday 25th May, piano recital. Kindly offered to donate half of profit to us. Help to promote the event.
- **‘Charity of the Year’** – Widecombe Fair Committee gave us £1,200. (YE) has sent a thank you letter.
- **Motorbike club:** On Sunday 10th March, we received a cheque for £250 from the West of England Motor Club as a donation towards our community hall project. Yvette met with Neil Langworthy and Paul Edworthy to receive the cheque before the group set off on their bikes on the Widecombe Winter Road Trial.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £19,773.85
- Instant Savings Account (including Mar interest: £28.49) – £25,830.37
- Charity Bank (3.6% 1 year fixed) £75,000.00
- United Trust Bank (5.25% base rate tracker, 120 day notice) £75,275.68
- Petty Cash: £405.06
- PayPal: Zero
- Zettle: Zero

- **Total in Bank Accounts: £196,879.90**
- **Total (inc Petty Cash): £197,284.96**

- Invoices:
 - a. Quick books and Gsuite regular payments. *(NB the latter will increase from March)*
- Fundraising events:
 - a. Supporting Wall stone engraving total to date £4,108.
 - b. Pyramid lunches £825 (increase of £40)

- Funds:
 - a. Local Fundraising Target (£50K) – £51,754.41
 - b. Unrestricted funds available: £196,784.96
 - c. Restricted Funds: WPC grant for electricity connection £500

- **Donations/Interest:**
 - a. £10 – regular direct debit
 - b. Widecombe Fair ‘Charity of the Year’ £1,200
 - c. West of England Motor Club £250

January & February bank statement were presented and confirmed then signed by an officer.

7. A.O.B.

- (YE) is looking at website (now that Polly McAfee is unable to continue at present) – needs a bit of re-designing.

8. D.O.N.M

- Monday 29th April 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 8.58pm.

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Chairman

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Date

N.B. **Highlighted Items** = Tasks to be done.